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LEGAL UPDATE

November 5, 2025

To: **Superintendents, Member School Districts (K-12)**

From: **Debra I. Sanders, Associate General Counsel** DS

Subject: **2025 Annual Organizational Meetings – Non-Election Year**
Memo No. 10-2025

ORGANIZATIONAL MEETINGS
(Education Code § 35143)

Each school district and county office of education is required to hold an annual organizational meeting. In an election year, a school district organizational meeting must be held on a day within the fifteen (15) day period that commences with the date upon which a governing board member elected at that election takes office (the second Friday in December). In years in which no regular election for governing board members is conducted, the organizational meeting is held during that same fifteen-day period. Exceptions to this rule are discussed below.

1. Timing of Organizational Meeting

This is not a regular election year. In years that are not election years, the organizational meeting may take place on "any date in December," but no later than December 20. (Ed. Code § 35143).

2. Process for Selecting the Organizational Meeting Date

Unless otherwise provided by a rule of the Governing Board, the date of the organizational meeting must be selected by the Board at its regular meeting held immediately prior to December 1st (presumably the regular November board meeting).

Boards can choose to hold the organizational meeting on the date already set for their regular December meeting if it conforms to the "window" described above.

3. Governing Boards of School Districts Governed by a City Charter

These boards have the option of holding their organizational meetings as described above, or they may hold their organizational meeting between December 15th and January 14th, as provided in the governing board rules. (Ed. Code § 35143).

4. County Boards of Education

For county boards whose members are elected in November, the organizational meeting shall be the first meeting on or after the second Friday in December. For county boards whose members are elected in June, the organizational meeting shall be held on or after the first day in July.

The terms of office of board members commence on the second Friday in December or the first day in July. (Ed. Code § 1009)

5. Additional Considerations and Requirements

Education Code section 35143 provides as follows:

> **Notifications**
> (a) The district board shall notify the county superintendent of schools of the day and time selected for the organizational meeting. The clerk of the board shall, within 15 days before the date of the meeting, notify in writing all members and members-elect of the date and time selected for the meeting.
>
> **Designation of the Meeting Date by the County Superintendent of Schools**
> (b) If the district board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, before the first day of such 15-day period and after the regular meeting of the board held immediately before the first day of such 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. The county superintendent of schools shall notify in writing all members and members-elect of the date and time.
>
> **Election of Officers**
> (c) At the annual meeting the governing board of each high school district, union high school district, and joint union high school district shall organize by electing a president from its members and a clerk.
>
> (d) At the annual meeting each city board of education shall organize by electing a president from its members.
>
> (e) At the annual meeting the governing board of each other type of school district, except a community college district, shall elect one of its members as clerk of the district.

School Board Governed by City Charter
(f) As an alternative to the procedures set forth in this section, a city board of education whose members are elected in accordance with a city charter for terms of office commencing in December, may hold its annual organizational meeting required in this section between December 15 and January 14, inclusive, as provided in rules and regulations that shall be adopted by such board. At the annual meeting the city board of education shall organize by electing a president and vice president from its members who shall serve in such office during the period January 15 next to the following January 14, unless removed from such office by majority vote of all members of the city board of education.

Note that section 35143(a) permits a district, by local rule, to choose a different date for its organizational meeting. In the event a board chooses to exercise this option, we recommend that the board designate the date for its annual organizational meeting date prior to the December regular meeting.

6. Board Member Resignations

Please contact us for our FAQs regarding board member resignations, appointments and vacancies.

Please contact our office with questions regarding this Legal Update or any other legal matter.

The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.

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